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CAREER DEVELOPMENT

MANAGING YOUR CAREER

Discover how to assess your experience, work-reward values, and qualifications, and investigate career options, all with the goal of creating a robust career profile that charts your future growth. Duration 41 min 14 sec.

https://www.lynda.com/Business-Skills-tutorials/Managing-Your-Career/97579-2.html?org=ucsb.edu

DISCOVERING YOUR STRENGTHS

Learn to identify what you're truly best at doing, leverage those strengths and abilities in your professional life, and then match them to job responsibilities in order to apply your strengths at work. Duration 55 min 40 sec.

https://www.lynda.com/Business-tutorials/Discovering-Your-Strengths/88023-2.html?org=ucsb.edu

CREATING AN EFFECTIVE RESUME

Offering step-by-step guidance for creating resumes that highlight accomplishments and target a potential employer's needs, this course explains the need to encompass action statements, keywords, styling, and effective content, while addressing common stumbling blocks. Duration 3h 29 m.

https://www.lynda.com/Business-Skills-tutorials/Creating-Effective-Resume/75926-2.html?org=ucsb.edu

ACING YOUR INTERVIEW

Explore the different types of interview questions and styles you can expect, and better understand how to prepare for them, create a good first impression, navigate the interview, and reliably assess your own performance. Duration 38 min 51 sec.

https://www.lynda.com/Business-Skills-tutorials/Acing-Your-Interview/103614-2.html?org=ucsb.edu

MASTER COMMON INTERVIEW QUESTIONS

Learn to showcase your experience and good judgment with knowledgeable responses for the ten most common interview questions and role-playing scenarios. Duration 56 min 14 sec.

https://www.lynda.com/Career-Development-tutorials/Master-Common-Interview-Questions/461033-2.html?org=ucsb.edu